

DEPARTMENT OF PUBLIC SOCIAL SERVICES



BUREAU OF ADMINISTRATIVE SERVICES

April 29, 2002

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TO: Office Heads

FROM:

Carolyn Cobb
Carolyn Cobb, HSA III
Property Management Section

Hector J. Garcia
Hector J. Garcia, HSA III
Property Management Section

SUBJECT: INTRUSION ALARM ALERT

It was recently brought to our attention that a district office experienced difficulty setting/arming their intrusion alarm. After investigating, it was determined that helium balloons in the work area created a motion which prevented the system from clearing in preparation for setting the alarm. We are recommending that helium balloons, two inch streamers or any object which may create a motion be removed from the facility/area before attempting to arm the system.

If you have any questions, please let us know or your staff may contact Joe Salas, HSA I, at (562) 345-7729.

CC:HJG:sl
BAS-PMB102-0057

c: Division Chiefs